

# Warragul Regional College

## Emergency Management Plan 2018-2019



**55 Burke Street, Warragul, VIC, 3820**  
**03 5623 9900 / warragul.co@edumail.vic.gov.au**

**Department of Education and Training**

**Date Approved: 21/11/2018**

## Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a detailed plan of how this school campus will prepare and respond to emergency situations.

## Scope

This EMP applies to all staff, students, visitors, contractors and volunteers at this school campus.

## Distribution List

Name	Position Title and Organisation Name	Communication Date	Email or Postal Address
Paul Van Breugel	Campus Principal	20/11/2018	PO Box 213 Warragul 3820
Eric Bott	Assistant Prin. 1	20/11/2018	PO Box 213 Warragul 3820
Jacqui Veal	Assistant Prin. 2	20/11/2018	PO Box 213 Warragul 3820
Allan Tyers	Business Manager	20/11/2018	PO Box 213 Warragul 3820
Jodi Zaninetti	School Welfare Officer	20/11/2018	PO Box 213 Warragul 3820
Lauren Clapperton	Year leaders Year 12 & 11	20/11/2018	PO Box 213 Warragul 3820
Kate Boyer	Year 10	20/11/2018	PO Box 213 Warragul 3820
Naomi Coleman	Year 9	20/11/2018	PO Box 213 Warragul 3820
Anthony Di Fabrizio	Year 8	20/11/2018	PO Box 213 Warragul 3820
Samantha Richards	Year 7	20/11/2018	PO Box 213 Warragul 3820
Laura Kent	School Nurse	20/11/2018	PO Box 213 Warragul 3820
Rebekah Campbell	Chaplain	20/11/2018	PO Box 213 Warragul 3820
Ann Humphries	OHS Rep	20/11/2018	PO Box 213 Warragul 3820
Melissa Farthing	School Council President	20/11/2018	PO Box 213 Warragul 3820
Brett Smith	Farm Manager	20/11/2018	PO Box 213 Warragul 3820

Chris Borlace	Ground and Maintenance	20/11/2018	PO Box 213 Warragul 3820
Rebecca Sanders	Canteen Manager	20/11/2018	PO Box 213 Warragul 3820

## Facility Profile

<b>School Name/Campus Name</b>	<b>Warragul Regional College</b>
<b>Address</b>	55 Burke Street, Warragul, VIC, 3820
<b>Phone</b>	03 5623 9900
<b>Email</b>	warragul.co@edumail.vic.gov.au
<b>Fax</b>	03 5623 4473
<b>DET Region</b>	SOUTH-EASTERN VICTORIA
<b>DET Area</b>	Inner Gippsland Area
<b>LGA</b>	Baw Baw (S)
<b>BOM/Fire District</b>	West & South Gippsland District
<b>Is your school on Bushfire At- Risk Register?</b>	No
<b>Bushfire At-Risk Register Category</b>	
<b>Operating Hours</b>	8.00 am - 4.30 pm
<b>Number of Students</b>	800
<b>Number of Staff</b>	100
<b>Number of Buildings</b>	15
<b>Is the School a designated Neighborhood Safer Place?</b>	No
<b>Shelter-In-Place Location</b>	Hall
<b>On-site Evacuation Location</b>	Year 8 Oval South East of Hall / Gym
<b>Off-site Evacuation Location</b>	Year 8 Oval South East of Hall / Gym

<b>Typical method used for communications to school community</b>	SMS - Via Compass
<b>Is this school has other services or users of the site?</b>	No

## Other Services/Users of Site

Service/User Name	Location	Number of Student or Visitor	Emergency Contact	Phone	Mobile

## Building Information Summary

### Telephones (landlines)

Location	Number
Every office throughout school	69 Extensions

### Alarms

Description	Location	Monitoring Company	Number
Fire	General Office	CFA	Control panel inside Office door to turn alarm on and off.
Intrusion	General Office	SSU	Control panel inside Office door to turn alarm on and off.
Other			

### Utilities

Description	Location	Service	Location of shutoff

		Provider	Instructions
Gas / Propane	Large cage visible in entry to Bus loop via Archibald Crescent.	AGL	Turn off gas mains.
Water	Archibald Crescent (Entry to bus loop)	Gippsland Water	Large shifter or mains water tap key
Electricity	Outside Wood work room. (entry via roadway, main cupboard on left under veranda)	Red Energy	Electrical Cabinet key required. Key CL001 key - Keys available from Chris or General Office.

## Sprinkler System

<b>Control Valve Location</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Boiler Room

<b>Location</b>	<b>One only - located in B wing (behind junior school toilets) Boilers are not operable</b>
<b>Access</b>	<b>School master key required</b>

## Emergency Power System

<b>Type</b>	N/A
<b>Location</b>	N/A
<b>Provides power to</b>	N/A
<b>Shutoff Instructions Location</b>	N/A

## Building and Site Hazards

Location	Number
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Technology Rooms	Beside bus loop - building on left when entering via bus loop U shaped building.
Science rooms	A & B wings West side classrooms (classrooms in south west area if entering via Wills Street). Science chemical store in above between classrooms A10 & A12
Home Economics rooms	2 rooms in A wing (Enter school via doors at top of driveway from Wills Street - turn right, rooms on left).
Photography room	North west end, last classroom of main admin building (D Block)
Maintenance and grounds	3 sheds west side of school buildings

## Additional Profile Information

<b>Additional Info</b>	



## Emergency Kit Checklist

Checklist	Yes / No
Student data and parent contact information (contained in EMP)	Yes
Student and staff with additional needs list (contained in EMP) including any student medications	Yes
Staff contact information	Yes
Student Release Forms/sign out book	Yes
List of staff on the IMT	Yes
Traffic/emergency safety vests and tabards	Yes
Facility keys	Yes
Standard portable First Aid Kit. Refer to First Aid Kits Contents Checklist	Yes
A charged mobile phone and charger/s	Yes
Torch with replacement batteries (or wind up torch)	Yes
Whistle	Yes
Megaphone	Yes
Portable battery powered radio	Yes
Copy of facility site plan and EMP including evacuation routes	Yes
Water	Yes
Sunscreen and spare sunhats	Yes
Plastic garbage bags and ties	Yes
Toiletry supplies	Yes
Sanitary products	Yes

## Review Emergency kit checked date

<b>Date emergency kit checked</b>	19/11/2018
<b>Next check date</b>	14/02/2019

## Drill Schedule

School Term	Drill Type	Contact Person	Schedule Date	Actual Date
Term 1	Evacuation Drill	OHS Committee	14/02/2019	
Term 2	Lockdown Drill	OHS Committee	07/05/2019	
Term 3	Desktop Drill	OHS Committee	16/07/2019	
Term 4	Shelter In Drill	OHS Committee	24/10/2019	

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Tracey Harrison	Certificate 2 First Aid Training	
Jocelyn Saunders	Certificate 2 First Aid Training	05/04/2021
Anne Eacott	Certificate 2 First Aid Training	05/04/2020
Frances Roberts	Certificate 2 First Aid Training	05/04/2020
Melissa Minichiello	Certificate 2 First Aid Training	05/04/2021
Jane O'Brien	Certificate 2 First Aid Training	05/04/2021
Larissa Joyce	Certificate 2 First Aid Training	05/04/2020
Nicky Black	Certificate 2 First Aid Training	04/04/2020
Kate Norton	Certificate 2 First Aid Training	21/04/2020
Pauline Rouget	Certificate 2 First Aid Training	05/04/2020
Samantha Richards	Certificate 3 First Aid Training	10/08/2019
Meg O'Brien	Certificate 2 First Aid Training	
Robyn Ridsdale	Certificate 2 First Aid Training	
Ann Humphries	Certificate 2 First Aid Training	05/04/2021
Jess Potter	Certificate 2 First Aid Training	04/04/2021
Naomi Coleman	Certificate 2 First Aid Training	04/04/2020
Ken Spragg	Certificate 2 First Aid Training	
Liz Williams	Certificate 2 First Aid Training	05/04/2020
Brett Smith	Certificate 2 First Aid Training	05/04/2020
Callum Clarke	Certificate 2 First Aid Training	05/04/2020
Wendy Verma	Certificate 2 First Aid Training	04/04/2020
Hayley Mott	Certificate 2 First Aid Training	05/04/2021
Riccardo Velardi	Certificate 2 First Aid Training	05/04/2021
Brett Niven	Certificate 2 First Aid Training	05/04/2021

Lauren Bruce	Certificate 2 First Aid Training	05/04/2021
Amanda Arnold	Certificate 2 First Aid Training	04/04/2021
Tracy Bambridge	Certificate 2 First Aid Training	04/04/2021
Michelle Willems	Certificate 2 First Aid Training	04/04/2021
Daniel Printannier	Certificate 2 First Aid Training	04/04/2021
Meg Charles	Certificate 2 First Aid Training	02/07/2020
Lachlan Miller	Certificate 2 First Aid Training	08/11/2019
Jenelle James	Certificate 2 First Aid Training	

## Other Training Record

Staff Member	Training Type	Date

## Students or Staff with Additional Needs

*To ensure adherence to the provisions of the Information Privacy Act 2000 you should not record personal details here.*

*Add summary of those with additional needs or medical conditions below, without including personal details.*

Category	Number of Staff	Number of Students
Anaphylaxis	0	12
Asthma	0	137
Austism	0	6
Hearing impaired	0	2
Vision impaired	0	1

# Risk Assessment

Identified Hazards	Description of Risk	Existing Controls	Effectiveness of existing controls	Risk Rating	Controls to be implemented	Revised Risk Rating
Atmospheric Contaminants	Exposure to cigarette smoke, gas leaks, hazardous fumes etc.	<p><b>Eliminate</b> - Smoking banned on all school property and grounds</p> <p><b>Engineering</b> - Installation of an emergency gas shut off valve</p> <ul style="list-style-type: none"> <li>- Installation of a gas isolation valve</li> <li>- Installation of mechanical ventilation/extraction systems</li> </ul> <p><b>Administration</b> - Preventative maintenance program</p> <ul style="list-style-type: none"> <li>- Appropriate storage and handling of Dangerous Goods and hazardous Substances</li> <li>- Supervision of students - Science Rooms: Teacher turns off room gas control valve at end of lessons.</li> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> High</p>	No smoking signs to be purchased and put up at all gates/entry points to grounds. Science Rooms: Teacher turns off room gas control valve at end of lessons.	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Biological	Coming in contact with biological waste or an infectious disease (e.g. slapped cheek, measles, chicken pox, body fluids, science experiments etc)	<p><b>Elimination</b> - Selection of non hazardous experiments</p> <p><b>Substitution</b> - Selection of less hazardous experiments</p> <ul style="list-style-type: none"> <li>- Demonstration by staff</li> </ul> <p><b>Engineering</b> - Provision of mechanical ventilation (e.g. fume cupboard)</p> <ul style="list-style-type: none"> <li>- Vaccination programs for employees and students</li> <li>- Provision of sharps, biological and sanitary waste bins</li> <li>- Use of quarantined animals for experimentation/shows</li> <li>- Sterilisation of equipment between experiments</li> </ul> <p><b>Administration</b> - Advise pregnant women of potential contact with infectious disease and referral to medical advice (if required)</p> <ul style="list-style-type: none"> <li>- Infected employees/students to be referred for medical treatment/advice and remain at home until they are no longer contagious</li> <li>- Provide employees, students and parents with information on the signs and symptoms of communicable diseases</li> <li>- Risk assessment of experiments - Sterilisation or decontamination process following potential exposure</li> <li>- Sanitation and cleaning schedule</li> <li>- Sterilisation or decontamination process following potential exposure</li> <li>- Biological waste disposal procedures</li> <li>- Provision of bathroom/ washing facilities installed by a licensed plumber to Australian Standards</li> <li>- Workplace inspections</li> </ul> <p><b>PPE</b> - Provision of PPE (e.g. gloves, lab coats, safety goggles etc)</p>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Almost Certain</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> High</p>
Burns	Chemical burns	<p><b>Elimination</b> - Selection of non hazardous substances</p> <p><b>Substitution</b> - Selection of less hazardous substances</p> <p><b>Engineering</b> - Appropriate storage and segregation of chemicals</p> <p><b>Administration</b> - Chemical Procedure</p> <ul style="list-style-type: none"> <li>- Chemical Register and associated material Safety Data Sheets (MSDS)</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b></p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b></p>

		<ul style="list-style-type: none"> <li>- Training for employees/students in the safe use and handling of chemicals</li> <li>- Chemical risk assessment</li> <li>- Provision of PPE (e.g. goggles, gloves, aprons etc)</li> </ul>		High		Medium
Confined Spaces	Hazards associated with working in a confined space (e.g. build up of atmospheric contaminants, engulfment etc)	<p><b>Substitution</b> - Use of CCTV and other devices for surveillance and observation</p> <p><b>Administration</b> - Risk assessment of the confined space/s</p> <ul style="list-style-type: none"> <li>- Permit to Work process</li> <li>- Contractor Management Procedure</li> <li>- Confined Space Procedure</li> <li>- Training of employees in working in confined spaces</li> <li>- Gas detection</li> </ul> <p>PPE - Provision and use of appropriate PPE (e.g. respiratory equipment, harnesses/lifelines, rescue equipment etc)</p>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Dangerous Goods and Hazardous Substances	Storage and handling of Dangerous Goods and Hazardous Substances (e.g. paints, lacquers, cleaning products etc)	<p><b>Elimination</b> - Selection of non hazardous substances</p> <p><b>Substitution</b> - Selection of less hazardous substances</p> <p><b>Engineering</b> - Appropriate storage and segregation of Dangerous Goods and Hazardous Substances (e.g. flame proof cabinets, locked storage rooms etc)</p> <ul style="list-style-type: none"> <li>- Installation of fire detection systems (e.g. smoke detectors)</li> <li>- Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc)</li> <li>- Installation of fume cupboards and mechanical ventilation systems</li> <li>- Installation of bunded storage areas</li> </ul> <p><b>Administration</b> - Chemical Procedure</p> <ul style="list-style-type: none"> <li>- Chemical Register and associated Material Safety Data Sheets (MSDS)</li> <li>- Training for employees/students in the safe use and handling of chemicals</li> <li>- Mandatory placarding in place as designated by the Dangerous Goods Management Act (if required):</li> <li>- HAZCHEM placarding at the entrance</li> <li>- placarding of storage locations</li> <li>- Storage of minimal quantities of chemicals</li> <li>- Emergency management procedures in place, including fire wardens, area wardens, and an assigned assembly area</li> <li>- Emergency evacuation drills (biannual) - Provision of eyewash stations</li> </ul> <p>PPE - Provision of PPE (e.g. gloves, goggles etc) - Provision of spill kits</p>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>		<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Unlikely</p> <p><b>Risk Level</b> Medium</p>
Electrical	Electric shock	<p><b>Substitution</b> - The use of power boards with overloading switches in place of double adaptors</p> <p><b>Engineering</b> - Residual Current Device (safety switch) installed in all electrical switchboards</p> <ul style="list-style-type: none"> <li>- Insulation of electrical wiring (e.g. conduit)</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>- Contractor induction process</li> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p>		<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Unlikely</p>



		<ul style="list-style-type: none"> <li>- Electrical equipment procedure</li> <li>- Electrical equipment register</li> <li>- Test and tagging schedule of electrical equipment</li> <li>- Electrical work only to be performed by licensed electricians</li> <li>- Pre purchasing risk assessment (including compliance to Australian Standards)</li> <li>- Lock out and tag out procedure for the management of broken equipment</li> <li>- Preventative Maintenance Program</li> <li>- Workplace inspections</li> </ul>		<p><b>Risk Level</b> Extreme</p>		<p><b>Risk Level</b> High</p>
Environment / Physical Hazard	Vandalism of property	<p><b>Engineering</b> - Construction of buildings and structures with robust materials that are difficult to damage and/or easy to repair  <b>Administration</b> - Use of CCTV and other devices for surveillance and observation  - Student engagement guidelines</p>	Effective	<p><b>Consequence</b> Moderate  <b>Likelihood</b> Almost Certain  <b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Moderate  <b>Likelihood</b> Likely  <b>Risk Level</b> High</p>
Environment/ Physical hazard	Musculoskeletal Injury through contact sports/impact with sporting equipment, general play etc	<p><b>Substitution</b> - Modification of sport and games rules for contact sports  - Use of modified sporting equipment (e.g. plastic cricket bats)  <b>Engineering</b> - Padding of goal posts and other hard structures  <b>Administration</b> - Risk assessment of sporting activities (e.g. junior students not allowed to participate in archery)  - Curriculum design (e.g. progressive overload of students physical abilities)  - Training and instruction  - Warm up and cool down process  - Supervision of students  <b>PPE</b> - Use of PPE (e.g. gloves, helmets, padding etc)</p>	Effective	<p><b>Consequence</b> Moderate  <b>Likelihood</b> Almost Certain  <b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Moderate  <b>Likelihood</b> Likely  <b>Risk Level</b> High</p>
Fire and Explosion	Fire and explosion caused by plant and equipment (e.g. stoves, heaters, welding/electrical equipment, etc)	<p><b>Substitution</b> - The use of power boards with overloading switches in place of double adaptors  <b>Engineering</b> - Residual Current Device (safety switch) installed in electrical switchboards  - Installation of gas shut off valves  - Installation of fire detection systems (e.g. smoke detectors)  - Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc)  - Provision of designated work areas (e.g. welding bays)  <b>Administration</b> - Pre purchasing checklist (purchase of equipment compliant to Australian Standards)  - Demonstration by teacher  - Test and tagging schedule of electrical equipment  - Lock out and tag out procedure for the management of broken equipment  - Electrical equipment procedure  - Electrical equipment register</p>	Effective	<p><b>Consequence</b> Severe  <b>Likelihood</b> Possible  <b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Severe  <b>Likelihood</b> Rare  <b>Risk Level</b> Medium</p>

		<ul style="list-style-type: none"> <li>- Scheduled Workplace inspections</li> <li>- Good housekeeping practices that minimise the build-up of flammable material</li> <li>- Preventative maintenance program (e.g. gas cylinders pressure testing)</li> <li>- Training of employees/students in the safe use of plant and equipment</li> <li>- Student safe use tests</li> <li>- Safe Work Procedures (SWP)</li> <li>- Supervision of students by trained employee <b>PPE</b> - Provision of PPE (e.g. welding mask, gloves, enclosed shoes etc)</li> </ul>				
Fire and Explosion	Risk of fire and explosion from the storage and handling of Dangerous Goods and Hazardous Substances (e.g. gas cylinders, petrol, chlorine etc)	<p><b>Elimination</b> - Use of non-hazardous substances</p> <p><b>Engineering</b> - Appropriate storage and segregation of Dangerous Goods and Hazardous Substances (e.g. gas cylinders chained upright, locked storage cupboards, flame proof cabinets)</p> <ul style="list-style-type: none"> <li>- Bunded areas for the storage of chemicals</li> <li>- Separation of chemical storage areas from ignition sources</li> <li>- Installation of fire detection systems (e.g. smoke detectors)</li> <li>- Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc)</li> <li>- Installation of emergency gas shut off valves (e.g. science, technology)</li> <li>- Installation of mechanical exhaust ventilation</li> <li>- Provision of designated work areas (e.g. welding bays)</li> </ul> <p><b>Administration</b> - Chemical Procedure</p> <ul style="list-style-type: none"> <li>- Chemical Register and associated Material Safety Data Sheets (MSDS)</li> <li>- Storage of minimal quantities of Dangerous Goods and Hazardous Substances</li> <li>- Demonstration by teacher</li> <li>- Good housekeeping practices that minimise the build-up of flammable material</li> <li>- Scheduled workplace inspections</li> <li>- Documented risk assessments of dangerous science experiments by trained staff</li> <li>- Safe Work Procedures (SWP)</li> <li>- Dedicated human resource - Hazardous Substances Coordinator</li> <li>- Placarding in place as required by Dangerous Goods Management Act: <ul style="list-style-type: none"> <li>- HAZCHEM placarding at the entrance</li> <li>- placarding of storage locations</li> </ul> </li> <li>- Emergency management procedures in place, including fire wardens, area wardens, an assigned assembly area</li> <li>- Emergency evacuation/lockdown drills (quarterly)</li> <li>- Training of employees and students in the safe handling and storage of Dangerous Goods and Hazardous Substances</li> <li>- Supervision of students by trained staff</li> </ul> <p><b>PPE</b> - Provision of PPE (e.g. gloves, goggles)</p>	Effective	<p><b>Consequence</b></p> <p>Severe</p> <p><b>Likelihood</b></p> <p>Possible</p> <p><b>Risk Level</b></p> <p>Extreme</p>	<p><b>Consequence</b></p> <p>Severe</p> <p><b>Likelihood</b></p> <p>Rare</p> <p><b>Risk Level</b></p> <p>Medium</p>	

Other	Over heating of server	<p><b>Engineering</b> - Design of server room in accordance with Australian Standards</p> <ul style="list-style-type: none"> <li>- Air-conditioning of server room</li> <li>- Installation of rubber matting to prevent static discharge</li> <li>- Installation of fire detection systems (e.g. smoke detectors)</li> <li>- Installation of fire fighting equipment (e.g. fire extinguishers, hose reels etc)</li> </ul> <p><b>Administration</b> - Maintenance of plant and equipment to manufacturers recommendations</p> <ul style="list-style-type: none"> <li>- Temperature monitoring/ heat sensors in server rooms</li> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Food Safety	Food allergies	<p><b>Administration</b> - Identify students with allergies, document and display management plans, epipens purchased and staff training</p> <ul style="list-style-type: none"> <li>- Supervision of students at meal times</li> <li>- Medical records of students</li> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Hazardous Building Materials	Disturbance of asbestos containing materials (asbestos cement sheet walls/ceilings, switchboards, vinyl floor tiles etc)	<p><b>Elimination</b> - Removal of asbestos containing materials by a certified asbestos removalist</p> <p><b>Substitution</b> - Selection of products that do not contain asbestos (mandatory under OHS legislation)</p> <p><b>Engineering</b> - Seal/isolate asbestos containing materials</p> <p><b>Administration</b> - Asbestos audit (division 5) of the workplace</p> <ul style="list-style-type: none"> <li>- Asbestos audit (division 6) for renovation or demolition work</li> <li>- Asbestos management plan</li> <li>- Contractor induction and referral to asbestos register prior to work being performed</li> <li>- Work which disturb asbestos to be performed outside normal school hours (e.g. when children are not present)</li> <li>- Air monitoring (e.g. background and clearance monitoring)</li> <li>- Workplace inspections</li> <li>- Labelling of asbestos (where appropriate)</li> </ul>	Effective	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> High</p>	<p><b>Consequence</b> Major</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Occupational Violence	Absconding and inappropriate behaviour (e.g. stalking, physical violence verbally threatening behaviour etc)	<p><b>Engineering</b> - Erect appropriate fencing, containment areas and door locks</p> <ul style="list-style-type: none"> <li>- Withdrawal space</li> </ul> <p><b>Administration</b> - Risk Assessment of student behaviour and communication to all employees (inc CRTs) of relevant behaviour intervention plans (e.g. folder with summary of behaviour plans)</p> <ul style="list-style-type: none"> <li>- Development and communication of the Emergency Management Plan</li> <li>- Occupational violence training</li> <li>- Student engagement guidelines</li> <li>- Collecting and reviewing behaviour frequency records</li> <li>- Alternative programs for students</li> <li>- Employing challenging behaviour aides</li> <li>- SSSO involvement - guidance officers, psychologists</li> </ul>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Almost Certain</p> <p><b>Risk Level</b> Extreme</p>	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> High</p>

		<ul style="list-style-type: none"> <li>- Intervention with family (e.g. referral to DHS)</li> <li>- Liaison with Medical Officers</li> <li>- Use of Intercoms/communication systems (e.g. walkie talkies, playground buzzer, phone systems)</li> <li>- Policies for time out, seclusion and student welfare</li> <li>- Reporting of incidents and hazards</li> <li>- Employee support, debriefing, counselling</li> <li>- Employee Assistance Program</li> </ul>				
Other	Abuse of students by employees	<b>Administration</b> - Working with Children Check <ul style="list-style-type: none"> <li>- VIT Registration for all teachers</li> <li>- Sign in and out procedure for all contractors and visitors</li> <li>- Appropriate levels of supervision</li> <li>- Mandatory reporting of incidents</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High		<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Other	Failure of shade sail (e.g. inappropriate use, adverse weather conditions etc)	<b>Elimination</b> - Removal of identified hand and foot holds to prevent climbing access to shade sail <b>Engineering</b> - Selection of commercial rated sails (weight rating and wind rated for winds in excess of 40 knots) <b>Administration</b> - Procedure in place for the removal of shade sails in extreme weather conditions <ul style="list-style-type: none"> <li>- Preventative maintenance schedule</li> <li>- Workplace Inspections</li> <li>- Supervision of students at recess times and during outdoor activities</li> </ul>	Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High		<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Plant and Equipment	Risk of injury from the operation and maintenance of plant and equipment (e.g. entanglement, impact and cutting, friction, shearing flying objects etc)	<b>Elimination</b> - Purchase of pre-cut materials (i.e. eliminate the need to cut, plane or shape materials) <b>Engineering</b> - Emergency stops installed on plant and equipment <ul style="list-style-type: none"> <li>- Appropriate machine guarding in place</li> <li>- Limit switches on guarding covers</li> </ul> <b>Administration</b> - Pre purchase assessment of plant (compliant to Australian Standard) <ul style="list-style-type: none"> <li>- Risk assessment of plant and equipment by qualified person</li> <li>- Safe Work Procedures (SWP)</li> <li>- Students/employees trained in safe use of equipment</li> <li>- Safe use competency test</li> <li>- Supervision of students</li> <li>- Preventative maintenance program</li> <li>- Designated work zones (e.g. line markings outlining safe operating zones, welding bays etc)</li> </ul> <b>PPE</b> - Provision of PPE (e.g. gloves, safety glasses etc)	Effective	<b>Consequence</b> Major <b>Likelihood</b> Likely <b>Risk Level</b> Extreme		<b>Consequence</b> Major <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Psychological	Conflict/bullying and harassment of students and employees ('traditional' and internet/mobile phone)	<b>Elimination</b> - Remove any technological items from student, in consultation with parents <b>Engineering</b> - Time out room for students during violent behaviours	Effective	<b>Consequence</b> Moderate		<b>Consequence</b> Moderate

		<p><b>Administration</b> - Bullying and Harassment Policy</p> <ul style="list-style-type: none"> <li>- Workplace Bullying Hazard Guide</li> <li>- Occupational Violence Policy</li> <li>- Occupational Violence Guide</li> <li>- Issue Resolution Procedure</li> <li>- Mobile phone /internet policy</li> <li>- Disciplinary procedures</li> <li>- Employee code of conduct</li> <li>- Student engagement guidelines</li> <li>- Risk Assessment of student behaviour and communication to all employees of behaviour intervention/management plans (e.g. folder with summary of behaviour plans)</li> <li>- Employee training ( e.g. Workplace Behaviour and Bully online training, identification of triggers etc)</li> <li>- Provision of phones in each class room</li> <li>- Reporting of incidents and hazards</li> <li>- Structured programs</li> <li>- Use of educational consultant</li> <li>- Issue Resolution / Mediation process</li> <li>- Employee support, debriefing, counselling and mediation</li> <li>- Employee Assistance Program</li> <li>- Team building exercises</li> <li>- Selection of class room teams based on temperament</li> </ul>		<p><b>Likelihood</b> Almost Certain</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> High</p>
Sharps	Exposure to sharps (e.g. knives, scissors, syringes, broken glass etc)	<p><b>Engineering</b> - Safe storage of knives and other sharp equipment</p> <p><b>Administration</b> - Pre task risk assessment</p> <ul style="list-style-type: none"> <li>- Education and training of employees and students</li> <li>- Supervision of students</li> <li>- Maintenance of knives</li> <li>- Workplace Inspections</li> <li>- Provision of a sharps bin</li> </ul> <p><b>PPE</b> - Closed footwear as part of uniform policy</p>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Almost Certain</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>
Slips, Trips and Falls	Slip Trip or Fall hazards (e.g. loose carpet/flooring, pot holes, cracks in concrete, furniture and stored objects, cables, kerbing, poor slip resistance/condition of floor surface, stairs and playground equipment, etc)	<p><b>Elimination</b> - Removal of trip hazards</p> <p><b>Engineering</b> - Buildings constructed/designed to relevant Australian Standards and the Building Code of Australia to ensure appropriate entry, egress and storage areas</p> <ul style="list-style-type: none"> <li>- Ensure stairs are built to relevant Australian Standards (AS/NZS 1657) and the Building Code of Australia</li> <li>- Design and installation of playground equipment in accordance with Australian Standards</li> <li>- Fencing constructed of solid non climbable panelling</li> <li>- Provision of appropriate levels of lighting in accordance with AS/NZS 1680)</li> <li>- Selection of hard wearing floor surfaces</li> <li>- Non slip mats placed at the entrance to class rooms</li> <li>- Installation of awnings over door entrances</li> <li>- At least 300mm of soft fill material is positioned and maintained beneath fall zones in the playground</li> <li>- Umbrella buckets at the entrance to class rooms</li> </ul> <p><b>Administration</b> - Pre purchase checklist with specification for floor slip resistance in accordance with AS/NZS 4586</p>	Effective	<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Almost Certain</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Moderate</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Medium</p>

		<ul style="list-style-type: none"> <li>- Regular slip resistance assessments to ensure compliance with AS/NZS 4663.</li> <li>- Incident and hazard reporting</li> <li>- Workplace inspections</li> <li>- Annual audit of playground equipment</li> <li>- Highlighting of kerbing or differences in floor levels with yellow paint</li> <li>- Preventative maintenance programs (e.g. cleaning and repair/ maintenance schedules)</li> <li>- Supervision of students</li> </ul> <p><b>PPE</b> - Non slip student and teacher footwear</p>				
Traffic Control	Vehicle and pedestrian interaction (e.g. bus stop, pick up/put down areas, road crossings etc) and vehicle rollover	<p><b>Engineering</b> - Separation of vehicle/pedestrian areas (e.g. bollards, fences etc)</p> <ul style="list-style-type: none"> <li>- Traffic control devices (pedestrian crossing, traffic lights, speed humps etc)</li> <li>- Rollover protection</li> <li>- Speed governance/restriction on worksite vehicles</li> <li>- Seat belts installed in all workplace vehicles</li> </ul> <p><b>Administration</b> - Traffic management procedure</p> <ul style="list-style-type: none"> <li>- Traffic management plan</li> <li>- Safe Work Procedure( e.g. mower to only be used on level ground, outside peak traffic time periods)</li> <li>- Speed restriction signage</li> <li>- Directional signage</li> <li>- Traffic awareness training</li> <li>- Supervision of students (e.g. crossing guard)</li> <li>- Only trained operators are allowed to use onsite vehicles (e.g. licensed forklift drivers)</li> <li>- Warning devices - audible reversing alarm</li> </ul>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Likely</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>
Working at Heights	Fall from heights (e.g. working on the roof, cleaning gutters or windows, accessing mezzanine storage areas etc)	<p><b>Elimination</b> - Banning the storage of items in mezzanine areas</p> <p><b>Substitution</b> - Installing equipment at ground level where possible (e.g air-conditioner)</p> <p><b>Engineering</b> - Use of elevated work platforms (e.g. scissor lifts, cherry pickers etc)</p> <ul style="list-style-type: none"> <li>- Installation of roof anchor points for work positioning/ fall arrest systems in accordance with AS/NZS 1891</li> <li>- Designated reinforced walkways</li> <li>- Provision of appropriate edge protection in accordance with AS/NZS 1657 (e.g. guard rails, handrails etc)</li> <li>- Installation of ladder anchor points for roof access</li> <li>- Installation of gutter guards to reduce the need to clean gutter/remove balls from the roof</li> </ul> <p><b>Administration</b> - Contractor management procedures</p> <ul style="list-style-type: none"> <li>- Building maintenance schedule</li> <li>- Height safety training for employees</li> <li>- Working at Height Procedure</li> <li>- Safe Work Procedure</li> <li>- Training in the use of step ladders (e.g. 3 points of contact)</li> <li>- Use of industrial rated ladders</li> </ul> <p><b>PPE</b> - Provision and use of PPE (e.g. harness)</p>	Effective	<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Possible</p> <p><b>Risk Level</b> Extreme</p>		<p><b>Consequence</b> Severe</p> <p><b>Likelihood</b> Rare</p> <p><b>Risk Level</b> Medium</p>

Building fire	Probable Causes: 1. Bushfire, gas explosion Probable Consequences: 1.Fatality and or permanent disability from burns. Serious injury from smoke inhalation. Stress or psychological requiring extensive clinical support for multiple individuals.		Effective	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme		<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Intruder	Physical or psychological injury could occur to staff, students, visitors or contractors if threatened or physically assaulted by an intruder. There is a risk that property could be damaged.		Effective	<b>Consequence</b> Major <b>Likelihood</b> Possible <b>Risk Level</b> High		<b>Consequence</b> Major <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Bomb/substance threat	Physical or psychological injury could occur to staff, visitors or contractors.		Effective	<b>Consequence</b> Severe <b>Likelihood</b> Possible <b>Risk Level</b> Extreme		<b>Consequence</b> Severe <b>Likelihood</b> Rare <b>Risk Level</b> Medium
Severe weather event	Risk of roof down flooding Risk of injury Risk of property damage.		Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High		<b>Consequence</b> Moderate <b>Likelihood</b> Unlikely <b>Risk Level</b> Medium
Influenza pandemic	Risk of health and possible death (in extreme cases)		Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Almost Certain <b>Risk Level</b> Extreme		<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High
Smoke	Risk of injury from smoke inhalation or burns Risk of property damage or property loss		Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b>		<b>Consequence</b> Minor <b>Likelihood</b> Unlikely <b>Risk Level</b>

				Medium		Low
Loss of essential services	Lack of availability of school resources such as computers Lack of availability of fresh drinking water and water for flushing toilets		Effective	<b>Consequence</b> Moderate <b>Likelihood</b> Likely <b>Risk Level</b> High		<b>Consequence</b> Moderate <b>Likelihood</b> Possible <b>Risk Level</b> Medium



# Core Emergency Response Procedures

Core Procedures	Procedure Instructions
<p>On-site evacuation/relocation procedure</p>	<p>When it is unsafe for students, staff and visitors to remain inside the school building the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Evacuate students, staff and visitors to <b>Select safest evacuation site from Site A - behind Library and A block, past Macauley Field, Site B - Year 10/11/12 Area or Site C - Geoff Watt Track (off site)</b></li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at your primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with emergency service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after on-site evacuation/relocation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Off-site evacuation procedure</p>	<p>If it is unsafe for students, staff and visitors to remain on the school grounds the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Identify which off-site assembly point you will evacuate staff, students and visitors to.</li> <li>• Evacuate staff, students and visitors to Geoff Watt Track.</li> <li>• Report the emergency and evacuation to Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).</li> <li>• Once at primary and/or secondary assembly point/s, check all students, staff and visitors are accounted for.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure communications with emergency services is maintained.</li> <li>• Wait for emergency services to arrive or provide further information.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Confirm with Emergency Service personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after off-site evacuation procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the evacuation is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-down procedure</p>	<p>When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Initiate the lock-down and provide instructions to staff, for example, close internal doors and windows, remain in classroom, sit below window level or move into corridors.</li> <li>• Check that all external doors (and windows if appropriate) are locked.</li> <li>• If available, allocate staff to be posted at locked doors to allow students, staff and visitors to enter if locked out.</li> <li>• Report the emergency and lock-down to the Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Divert parents and returning groups from the school if required.</li> <li>• Ensure a telephone line is kept free.</li> <li>• Keep public address system free.</li> <li>• Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.</li> <li>• If safe to do so, have a staff member wait at the main entry to the school to guide emergency services personnel.</li> <li>• As appropriate, ascertain that all students, staff and visitors are accounted for.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-down procedure</b></p>

	<ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-down is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management if required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-down and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>
<p>Lock-out procedure</p>	<p>When an internal immediate danger is identified and it is determined that students should be excluded from buildings for their safety the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.</p> <ul style="list-style-type: none"> <li>• Call <b>000</b> for emergency services and seek and follow advice.</li> <li>• Announce lock-out with instructions about what is required. Instructions may include nominating staff to:             <ul style="list-style-type: none"> <li>○ Lock doors to prevent entry</li> <li>○ Check the premises for anyone left inside</li> <li>○ Obtain Emergency Kit</li> </ul> </li> <li>• Go to the designated assembly point Geoff Watt Track.</li> <li>• Check that students, staff and visitors are all accounted for.</li> <li>• Report the emergency and lock-out to the Security Services Unit (24 hour, 7 days) on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Where appropriate, confirm with emergency services personnel that it is safe to return to normal operations.</li> <li>• Maintain a record of actions/decisions undertaken and times.</li> <li>• Contact parents as required.</li> </ul> <p><b>Actions after lock-out procedure</b></p> <ul style="list-style-type: none"> <li>• Ensure any students, staff or visitors with medical or other needs are supported.</li> <li>• Advise the Security Services Unit and the region (regional Manager, Operations and Emergency Management) that the lock-out is over.</li> <li>• Determine whether to activate your parent re-unification process.</li> <li>• Determine if there is any specific information students, staff and visitors need to know (for example, parent reunification process or areas of the facility to avoid).</li> <li>• Print and issue pre-prepared parent letters and give these to students to take home.</li> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• Ensure all staff are made aware of Employee Assistance Program contact details.</li> <li>• Contact the SSSO Network Coordinator if required.</li> <li>• Seek support from your region/regional Manager, Operations and Emergency Management as required.</li> <li>• Undertake operational debrief with staff and Incident Management Team to identify any lock-out and procedural changes that may be required.</li> <li>• Complete your Post Emergency Record.</li> </ul>

Shelter-in-place procedure

When an incident occurs outside the school and emergency services or the Chief Warden determines the safest course of action is to keep students and staff inside a designated building in the school (as evacuation might reasonably expose people to a greater level of danger until the external event is handled), the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

- Call **000** for emergency services and seek and follow advice.
- Chief Warden activates the Incident Management Team.
- Move all students, staff and visitors to the pre-determined shelter-in-place area, the Hall .
- Take your emergency kit/first aid kit (including your student and staff attendance lists and a copy of this EMP).
- Report the emergency to the Security Services Unit (24 hour, 7 days) on 9603 7999.
- Check that all students, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.
- Where appropriate, confirm with emergency service personnel that it is safe to return to normal operations.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required.

**Actions after shelter-in-place procedure**

- Ensure any students, staff or visitors with medical or other needs are supported.
- Advise the Security Services Unit that shelter-in- place is over.
- Determine whether to activate your parent re-unification process.
- Determine if there is any specific information students, staff and visitors need to know (for example parent reunification process or areas of the facility to avoid).
- Direct all Media enquiries to DET Media Unit on 9637 2871.
- Print and issue pre-prepared parent letters and give these to students to take home.
- Ensure all staff are made aware of Employee Assistance Program contact details.
- Contact the SSSO Network Coordinator if required.
- Seek support from your region/regional Manager, Operations and Emergency Management as required.
- Undertake operational debrief with staff and Incident Management Team to identify any shelter-in-place and procedural changes that may be required.
- Complete your Post Emergency Record.

# Specific Emergency Response Procedures

Specific Procedures	Procedure Instructions
Food Safety	
Hazardous Building Materials	
Occupational Violence	
Other	
Other	
Plant and Equipment	
Psychological	
Sharps	
Slips, Trips and Falls	
Traffic Control	
Working at Heights	
Atmospheric Contaminants	
Biological	
Burns	
Confined Spaces	
Dangerous Goods and Hazardous Substances	
Building fire	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Activate the fire alarm.</li> <li>• If appropriate, follow the procedure for on-site evacuation.</li> <li>• Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.</li> <li>• Extinguish the fire (only if safe to do so).</li> <li>• Evacuate to the <b>insert the location of your assembly point/s</b>, closing all doors and windows.</li> <li>• Check that all areas have been cleared and notify the Chief Warden.</li> <li>• Check that all students, staff, visitors and contractors are accounted for.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Direct all Media enquiries to DET Media Unit on 9637 2871.</li> <li>• <b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</b></li> </ul>
Intruder	<ul style="list-style-type: none"> <li>• <b>Call 000</b> for emergency services and seek and follow advice.</li> <li>• Report the emergency immediately to the Chief Warden.</li> <li>• Do not do or say anything to the person to encourage irrational behaviour.</li> <li>• Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.</li> <li>• Determine whether <b>evacuation, lock-down or shelter-in-place</b> is required. Do this in consultation with the Police where possible.</li> <li>• Evacuation only should be considered if safe to do so.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Contact parents as required. Direct all Media enquiries to DET Media Unit on 9637 2871.</li> </ul>
Electrical	
Environment / Physical Hazard	
Environment/ Physical hazard	
Fire and Explosion	
Fire and Explosion	
Bomb/substance threat	<p><b>If a suspicious object is found (or the threat identifies the location of a bomb)</b> <i>Immediate response</i></p> <ul style="list-style-type: none"> <li>• Immediately clear and cordon off the area in the vicinity of the object.</li> <li>• Call <b>000</b> for police and seek and follow advice.</li> <li>• Report the threat to the Chief Warden/principal who will coordinate the emergency response until police arrive.</li> <li>• Report the emergency to the Security Services Unit on 9603 7999.</li> <li>• Do not approach, touch, tilt or tamper with the object.</li> <li>• <b>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment.</b></li> </ul>
Severe weather event	<ul style="list-style-type: none"> <li>• <b>Call 000</b> if emergency services are needed and seek and follow advice.</li> <li>• Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.</li> <li>• Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.</li> <li>• During a severe storm: <ul style="list-style-type: none"> <li>○ Remain in the building and keep away from windows.</li> <li>○ Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Report any matter concerning the safety and wellbeing of students, staff and visitors to the Chief Warden.</li> <li>• Disconnect electrical equipment - cover and/or move this equipment away from windows.</li> <li>• Report emergency to the Security Services Unit on 9603 7999.</li> <li>• Notify your region and seek advice from your regional Manager, Operations and Emergency Management if required.</li> <li>• Listen to local radio or TV on battery-powered sets for weather warnings and advice.</li> <li>• <b><i>As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment</i></b></li> </ul>
Influenza pandemic	Appendix B of the DET Pandemic Influenza Incident Response Plan provides details of the key actions for schools to implement at each of the preparedness and response stages of a pandemic influenza event.
Smoke	
Other	
Loss of essential services	<p><b>When there is a loss of essential services (power, water, communications):</b></p> <ul style="list-style-type: none"> <li>• Determine which services are affected and the extent of the impact.</li> <li>• Respond to any immediate threat to student and staff safety and isolate/secure buildings/areas if necessary.</li> <li>• <b>Call 000</b> if emergency services are required to respond e.g. power lines down in front of school.</li> <li>• Contact the relevant provider/s to report outage and ascertain when restoration will occur.</li> <li>• Consider consequential impacts, e.g. power outage will impact on phone lines and IT systems.</li> <li>• Contact your Senior Education Improvement Leader or regional Manager, Operations and Emergency Management for advice and support if necessary.</li> <li>• Report the loss of essential services to the Security Services Unit on 1800 126 126.</li> <li>• Contact parents as required.</li> <li>• Refer to the school's Business Continuity Management Plan if the essential services are likely extend beyond 24 hours.</li> <li>• Insert any additional steps, including mitigation steps that you have identified in your risk assessment</li> </ul>

# Emergency Contacts

Tags: Your school is tagged as Bus Coordinating School

## School Contacts

Key Roles	Name	Phone	Phone (After Hours)	Mobile
Principal	Paul Van Breugel	5623 9900	0427 318 185	0427 318 185
Assistant Principal	Eric Bott	5623 9900	0412 339 579	0412 339 579
Assistant Principal	Jacqui Veal	5623 9900	0447 619 707	0447 619 707
Business Manager	Allan Tyers	5623 9900	0429 550 068	0429 550 068
Year Level Coordinators Year 11 & 12	Lauren Clapperton	5623 9900	0407 731 454	0407 731 454
Year 10	Kate Boyer	5623 9900	0404 342 120	0404 342 120
Year 9	Naomi Coleman	5623 9900	0408 643 301	0408 643 301
Year 8	Anthony Di Fabrizio	5623 9900	0400 974 615	0400 974 615
Year 7	Samantha Richards	5623 9900	5627 5661	0419 382 845
School Bus Coordinator	Nicky Black	5623 9900	0418 361 906	0418 361 906
First Aid Officer	Tracey Harrison	5623 9900	0408 252 868	0408 252 868
School Welfare Officer	Jodi Zaninetti	5623 9900	0401 569 006	0401 569 006
OH&S Representative	Ann Humphries	5623 9900	0419 364 333	0419 364 333
School Chaplain	Rebekah Campbell	5623 9900	0437 940 369	0437 940 369
School Council President	Melissa Farthing	5623 9900	5623 6024	0407 232 102

## DET Contacts

Roles	Name	Phone	Mobile
Regional Director	Stephen Gniel	(03) 8765 5747	
Regional Office (sevr@edumail.vic.gov.au)	Dandenong , Moe	(03) 8765 5600, (03) 5127 0400	



Manager, Operations & Emergency Management	Therese Carroll	(03) 7022 0273	0419 129 659
Emergency Management Support Officer	Glen Tarrant	(03) 8765 5706	0438 018 269
Security Services Unit		1800 126 126	
Cushman & Wakefield		1300 133 468	
Employee Assistance Program		1300 361 008	
Media Unit (on call 24/7)		(03) 8688 7776	
SEIL	Deborah Harry	9704 6313	0447 360 689
SSSO Team Leader	Moe	(03) 5127 0400	N/A

## Local / Other Organizations

Name	Phone
Police Station	000 or (03) 5622 7111
Hospital/s	5623 0611
Gas	Origin - 132 461
Electricity	Origin - 132 461, Red Energy - 131 806
Water Corporation	Gippsland Water - 1800 050 500
Facility Plumber	Ayres Plumbing - 0427 221 368
Facility Electrician	Bucknell Electrical - 0400 291 088
Local Government	5624 2411

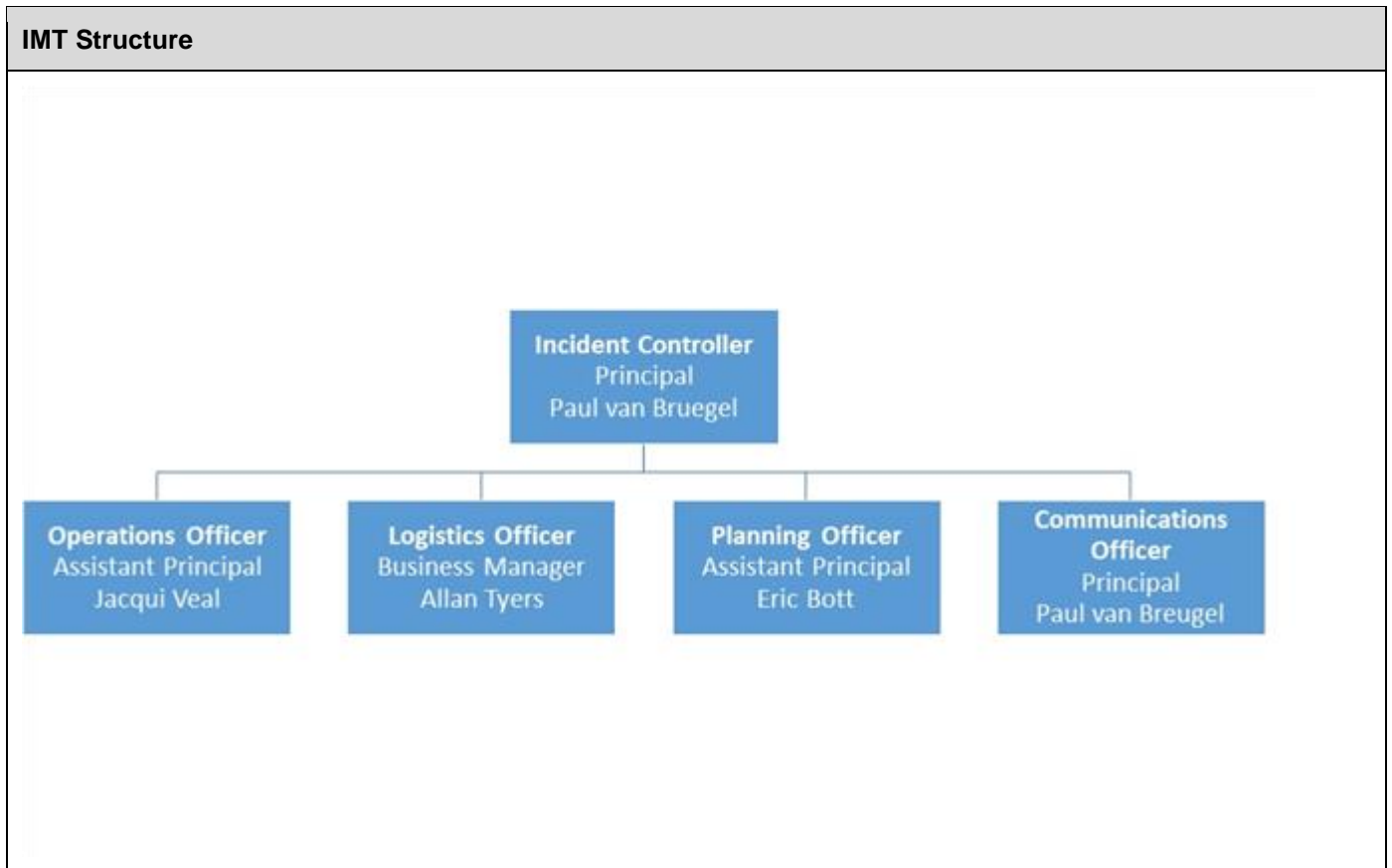
## School Bus Emergency Contacts

Bus Routes	Areas Services	Schools serviced or bus coordinating school	Contact Details

Brandy Creek	Warragul, Lillico	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Buln Buln East	Nilma, Buln Buln East,	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Cloverlea	Warragul South, Gainsborough, Cloverlea, Darnum	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Drouin	Porter Place Interchange, Drouin	Drouin Secondary College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Drouin	Bennet Street Interchange, Drouin	Drouin Secondary College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Ellinbank	Warragul South, Ellinbank, Bona Vista	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Lardners Track	Torwood, Warragul South	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Lillico	Nilma North, Lillico	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Neerim Junction	Crossover, Neerim South, Neerim, Neerim Junction	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Rokeby	Drouin East, Brandy Creek, Rokeby	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Seaview	Warragul, Ferndale, Seaview	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Shady Creek	Darnum, Shady Creek, Yarragon	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Tetoora Road	Tetoora Road, Ellinbank, Warragul South, Warragul	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280

Trafalgar	Trafalgar	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280
Yarragon South	Yarragon, Yarragon South	Warragul Regional College	Warragul Bus Lines (03) 5623 5377, 0400 778 280

# Incident Management Team



Roles	Primary Contact	Secondary Contact
Chief Warden/Education Commander	<b>Name:</b> Paul Van Bruegel <b>Phone/Mobile:</b> 5623 9900 / 0427 318 185	<b>Name:</b> Eric Bott <b>Phone/Mobile:</b> 5623 9900 / 0412 339 579
Planning Officer	<b>Name:</b> Eric Bott <b>Phone/Mobile:</b> 5623 9900 / 0412 339 579	<b>Name:</b> Frances Roberts <b>Phone/Mobile:</b> 5623 9900
Operations Officer (Area Warden)	<b>Name:</b> Jacqui Veal	<b>Name:</b> Eric Bott

	<b>Phone/Mobile:</b> 5623 9900 / 0447 619 707	<b>Phone/Mobile:</b> 5623 9900 / 0412 339 579
Communications Officer	<b>Name:</b> Paul Van Breugel <b>Phone/Mobile:</b> 5623 9900 / 0427 318 185	<b>Name:</b> Eric Bott <b>Phone/Mobile:</b> 5623 9900 / 0412 339 579
Logistics Officer (Warden)	<b>Name:</b> Allan Tyers <b>Phone/Mobile:</b> 5623 9900 / 0429 550 068	<b>Name:</b> Frances Roberts <b>Phone/Mobile:</b> 5623 9900
First Aid Officer	<b>Name:</b> Tracey Harrison <b>Phone/Mobile:</b> 5623 9900	<b>Name:</b> Frances Roberts <b>Phone/Mobile:</b> 5623 9900

# Incident Management Team Roles & Responsibilities

Core Procedures	Procedure Instructions
Chief Warden/Education Commander	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Maintain current contact details of IMT members.</li> <li>• Conduct regular exercises/drills.</li> <li>• Ensure students/staff with special needs list and staff trained in first aid list are up to date.</li> <li>• Ensure our emergency response procedures are kept up-to-date.</li> <li>• Ensure staff on the IMT are aware of their responsibilities.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Ensure that the emergency services have been notified.</li> <li>• Ensure the appropriate response has been actioned.</li> <li>• Convene our IMT as required.</li> <li>• Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required.</li> <li>• Brief the incoming emergency services and respond to their requests.</li> <li>• Report the emergency to the Security Services Unit on 9589 6266.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• When the incident is rendered safe or the emergency services returns control, notify the IMT members to have staff and students return to normal operations.</li> <li>• Organise debrief with the IMT and, where appropriate, with any attending emergency Service.</li> <li>• Compile a report for the IMT and region and notify Security Services Unit (24 hour, 7 days) and the region.</li> </ul>
Planning Officer	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Identify resources required.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and scope of the emergency.</li> <li>• Report any changes in the situation to the Chief Warden.</li> <li>• Act as directed by the Chief Warden.</li> <li>• Plan for contingencies.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collect and evaluate information relating to the emergency.</li> <li>• Identify recovery needs and develop a recovery plan (if required).</li> </ul>
Operations Officer (Area Warden)	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Regularly check and report on deficiencies of emergency equipment and kits.</li> <li>• Coordinate Safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish) by wardens throughout their areas.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p>

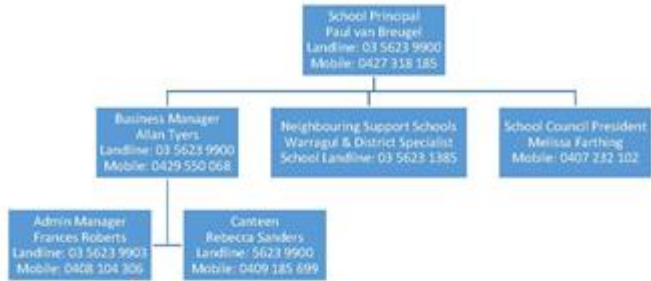
	<p>On hearing alarm or becoming aware of an emergency, the Operations Warden will:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions.</li> <li>• Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified.</li> <li>• Direct logistics officer (wardens) to check the floor or area for any abnormal situation.</li> <li>• Commence evacuation if the circumstances on their floor or area warrant this.</li> <li>• Control the movement of people.</li> <li>• Co-opt persons as required to assist a logistics officer (wardens) during an emergency.</li> <li>• Ensure that any implications for regular bus/student transport arrangements for the school or clients schools are addressed.</li> <li>• Confirm that the logistics officer's (warden) activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.</li> </ul> <p><b>Post Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>Communications Officer</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Assist the Chief Warden.</li> <li>• Attend training in the use of the school's communication system.</li> <li>• Maintain records and logbooks and make them available for emergency response.</li> <li>• Ensure emergency and parent contact details are up-to-date.</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Ascertain the nature and location of the emergency. Maintain up to date information.</li> <li>• Confirm that emergency services have been notified.</li> <li>• Notify appropriate IMT members.</li> <li>• At the direction of the Chief Warden provide instruction and information to staff, students and parents as required.</li> <li>• Keep a log of events that occurred during the emergency.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Collate logs of events completed by all IMT members during the emergency for the debrief and ensure they are secured for future reference.</li> <li>• Contact parents as required.</li> </ul>
<p>Logistics Officer (Warden)</p>	<p><b>Pre-Emergency</b></p> <ul style="list-style-type: none"> <li>• Ensure staff and students are aware of the emergency response procedures.</li> <li>• Carry out safety practices (e.g. clear egress paths, access to first attack equipment e.g. fire extinguishers and disposal of rubbish).</li> <li>• Participate in emergency exercises/drills.</li> </ul> <p><b>During Emergency</b></p> <p>Persons selected to perform as Logistics Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Warden (Area Warden). Activities may include the following:</p> <ul style="list-style-type: none"> <li>• Attend the emergency control point.</li> <li>• Operate the communication system in place.</li> <li>• Check that any fire doors and smoke doors are properly closed</li> </ul>

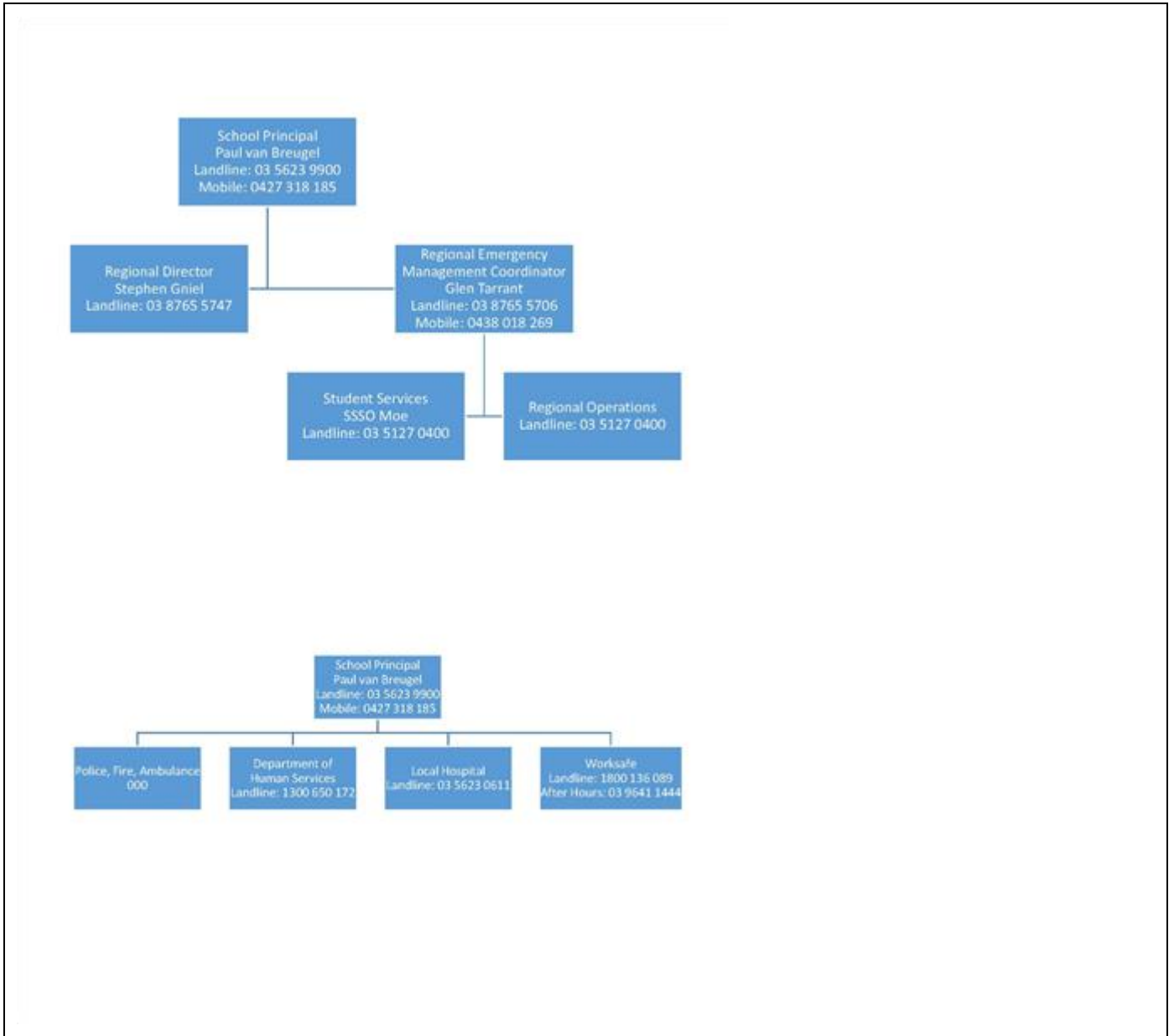
	<ul style="list-style-type: none"> <li>• Close or open other doors in accordance with the emergency response procedures.</li> <li>• Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.</li> <li>• Ensure orderly flow of people into protected area.</li> <li>• Assist occupants with disabilities.</li> <li>• Act as lead of groups moving to nominated assembly areas.</li> <li>• Report status of required activities to the operations officer (area warden) on their completion.</li> <li>• Act as directed by the Chief Warden.</li> </ul> <p><b>Post- Emergency</b></p> <ul style="list-style-type: none"> <li>• Compile report of the actions taken during the emergency for the debrief.</li> </ul>
<p>First Aid Officer</p>	<p>Pre-Emergency</p> <ul style="list-style-type: none"> <li>• Regularly check first-aid supplies and order replacements as required</li> </ul> <p>During Emergency</p> <ul style="list-style-type: none"> <li>• Co-ordinate all first-aid trained staff to assist and triage the injured</li> </ul> <p>Post-Emergency</p> <ul style="list-style-type: none"> <li>• Audit supplies and order replacements as required</li> </ul>



## Communication Tree







# Business Continuity

Business continuity planning is intended to minimise any safety, financial, educational, operational, reputational and/or other damaging consequences of a disruptive event.

- An inability to access your school site
- A loss of IT / telephone / data / power
- A loss of shortage of staff or skills

## 1. Arrangements to manage inability to access your school site

You may like to consider mutual support agreements with other schools/other local premises, virtual learning, scheduling offsite excursions

<b>Details of arrangements</b>	We have 3 points of entry. If any two are inaccessible, normal trading can control through physical traffic management
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Name	Contact Details	Support Role

## 2. Arrangements to manage a loss of technology / telephony / data / power

You may like to consider backing up school data, use of paper based systems, flexible lesson plans, generators, emergency lighting

<b>Details of arrangements</b>	The college has backup power to the telephony system. If this also fails we have walkie talkies available. Contact with parents can be maintained utilising Compass via external internet connection.
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Name	Contact Details	Support Role

## 3. Arrangements to manage a loss or shortage of staff or skills

You may like to consider temporary staff arrangements, multi-skilling/cross training, alternate operational arrangements, suspending non critical activities and/or mutual support with other school(s)

<b>Details of arrangements</b>	We have temping arrangements with ANZUK for short term requirements
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Name	Contact Details	Support Role

## Business Continuity Checklist

Action	Actioned?
Activate the school's Incident Management Team	
Evaluate the impact of the incident for: <ul style="list-style-type: none"> <li>• School activities</li> <li>• Impact over time</li> <li>• Manageability</li> <li>• Staffing levels</li> <li>• Resources for recovery</li> </ul>	
Identify actions to mitigate impact, including: <ul style="list-style-type: none"> <li>• Suspension of non-critical activities</li> <li>• Mutual support arranged with other schools</li> <li>• Distance/virtual learning Use of different areas within site</li> <li>• Off-site activities</li> <li>• Back-up of key school data</li> <li>• Using paper based systems</li> <li>• Flexible lesson plans</li> <li>• Using generators, portable lighting</li> </ul>	
Produce an Action Plan for maintaining critical activities that includes: <ul style="list-style-type: none"> <li>• Priorities</li> <li>• Communications</li> <li>• Resource deployment</li> <li>• Allocation of specific roles</li> <li>• Monitoring</li> <li>• Reporting</li> <li>• Stakeholder engagement</li> </ul>	

Establish a register to log all decisions and actions	
Establish a register to log all financial expenditure incurred	
Secure resources for continuity/recovery including: <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Premises</li> <li>• IT and equipment</li> <li>• Welfare</li> </ul>	
Deliver appropriate communications including to: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents/Carers</li> <li>• School Council</li> <li>• School bus contractor/bus coordinating school (as appropriate)</li> <li>• Outside School Hours Care provider</li> <li>• Other users of site</li> <li>• Region</li> <li>• Suppliers</li> <li>• Local Shire/Municipality (as appropriate)</li> </ul>	

# Area Map

## Area Map



# Evacuation Map

Building Name	Evacuation Procedures
Evacuation Diagram	

